



## Administrative Policies and Procedures: 27.18

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| <b>Subject:</b>     | <b>Data System Case Recordings and Facility Logs at DCS Group Homes</b> |
| <b>Authority:</b>   | TCA 37-5-105, 37-5-106  |
| <b>Standards:</b>   | <b>DCS Practice Standards:</b> 5-600, 5-601, 5-602, 5-603, 5-604        |
| <b>Application:</b> | To All Department of Children's Services Group Home Employees           |

### Policy Statement:

The Department of Children's Group Home Facilities shall maintain a permanent log with shift reports that record routine information, emergency situations, and unusual incidents that occur in the facility. The case manager shall record all documentation specific to an individual youth in the case recordings, as applicable, in the current child welfare data system.

### Purpose:

To ensure a uniform process for maintaining facility logs for recording routine information, emergency situations, and unusual incidents that occur in the facility and for recording of case documentation in the database system that complies to policy and/or legal requirements to ensure accountability and continuity in the provision of services.

### Procedures:

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| <b>A. Case recordings</b>           | <ol style="list-style-type: none"><li>1. The DCS group home case worker shall document in case recordings information regarding a youth's progress, significant interaction, collateral contacts and interviews and review of behavior.</li><li>2. On a monthly basis, case recordings shall be printed out and signed by the case worker making the entries and the signed copy placed in the youth's case file.</li><li>3. The facility supervisor/designee shall audit each youth's case file monthly. The supervisor will sign and date the case recordings as verification of the audit for the month.</li></ol> |
| <b>B. Data system documentation</b> | Unless other requirements are specified in policy for case documentation, or events not documented elsewhere or requiring a broader explanation, all information required to be documented in case recordings must be entered within thirty (30) days from the date of the contact or occurrence.   |

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| <b>B. Permanent facility log</b> | <ol style="list-style-type: none"><li>1. The permanent facility log (recorded on Form <b>CS-0298, Daily Log</b>) will be maintained in a three-ring binder in an area not accessible to youth.</li><li>2. One month will be kept in the binder, then removed and utilized for the monthly report. It will then be maintained for three years.</li><li>3. The log will be utilized by all staff and reviewed and signed by the supervisor on the following day. The supervisor's designee will review the log in his/her absence.</li><li>4. All employees shall review the daily log prior to the beginning of each shift.</li><li>5. Weekend log pages will be reviewed the following Monday. Holiday log pages will be reviewed the following regular workday.</li><li>6. The log will be written legibly in ink and completed in full. No entry may be marked out or removed. Any change will be made with one line through the mistake and the change noted and initialed by the staff making the change.</li><li>7. Each shift will report information including but not limited to:<ol style="list-style-type: none"><li>a) Emergency situations,</li><li>b) Unusual incidents, and</li><li>c) Routine information that occur in the facility</li></ol></li><li>8. A daily summary of the inspection of all occupied areas of the facility will be included in the log. Unoccupied areas such as storage sheds must be inspected weekly and documented in the log.</li></ol> |
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| <b>Forms:</b> | <u><a href="#">CS-0298, Daily Log</a></u> |
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| <b>Collateral documents:</b> | <i>None</i> |
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